

Position – Maintain Vacancy

Purpose Use this procedure to maintain the position's vacancy status.

Trigger Perform this procedure when maintaining the position's vacancy status.

Prerequisites

- The position has been filled during the New Hire, Rehire, Appointment Change Action, etc.
- The position has been vacated during a Separation Action or when the employee has transferred to another agency during an Appointment Change action.

End User Roles In order to perform this transaction you must be assigned the following role:
Organizational Management Processor

Change History	
Date	Change Description
7/22/2009	New procedure created.

Menu Path Human Resources → Organizational Management → Expert Mode → Position

Transaction Code PO13

Helpful Hints










The following pop-up windows will appear during a Personnel Action. The Personnel Administration (PA) Processor will make a selection to delimit or create the position's vacancy:



The PA Processor may request the Position's vacancy status be updated if the selection is not updated correctly during the Personnel Action.

	During the Appointment Change Action (transfer to another agency), the PA Processor cannot delimit the vacancy for the other agency's position. As a courtesy, the gaining agency may contact the losing agency to inform them of the vacancy.
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:


Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

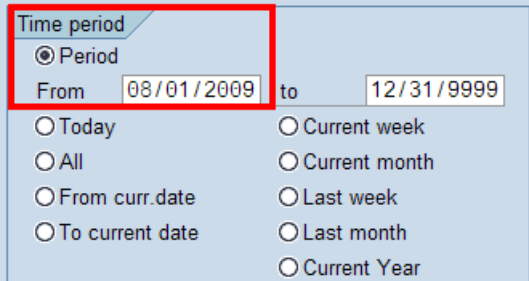
Procedure

1. Start the transaction using the above menu path or transaction code **PO13**.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Position	R	<p>This is a specific and concrete description of the responsibilities that one individual fulfills in an organization.</p> <p> State of Washington Position's object id number begins with a 7.</p> <p>Example: 70073660</p>

3. Click  (Enter) to validate the information.
4. In the Time period section, click Period and enter the From date as the effective date of the vacancy status.

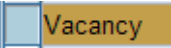


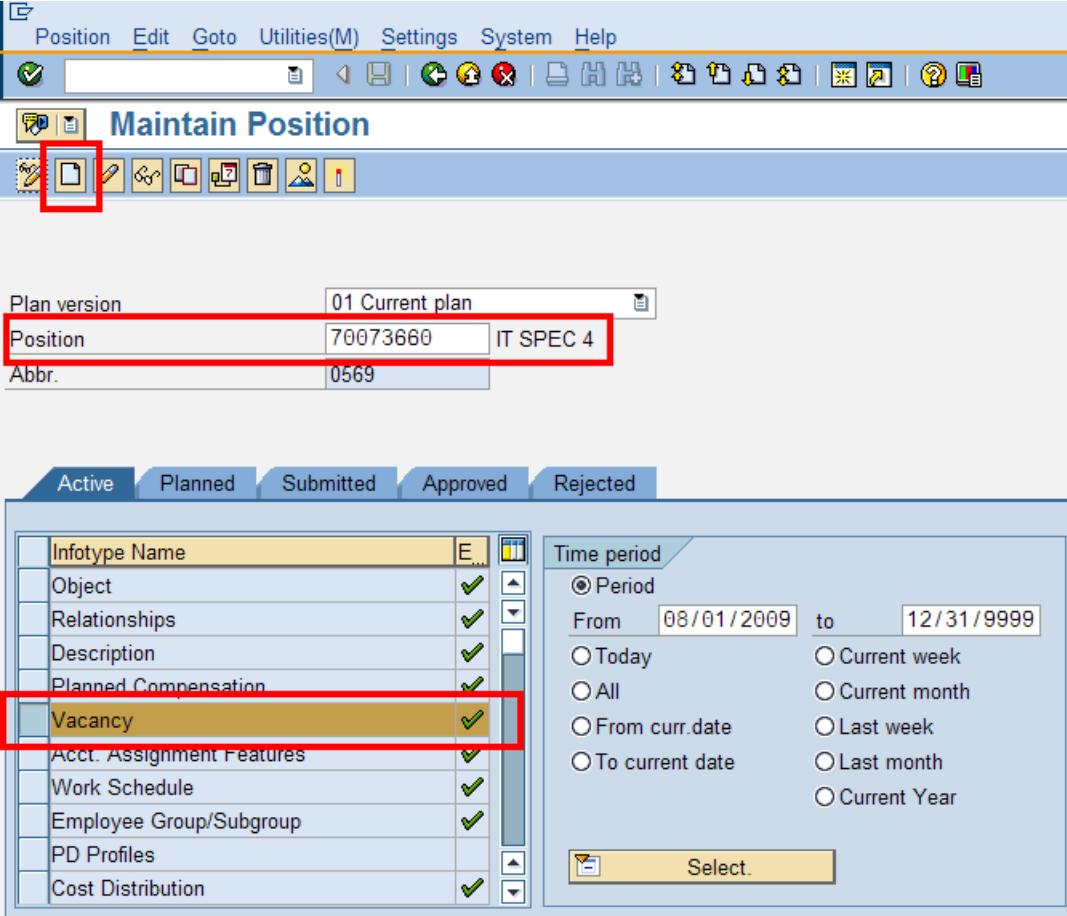
Time period

☒ Period














From to

☐ Today ☐ Current week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To current date ☐ Last month
☐ Current Year








5. Click the box to the left of  to select.




Position Edit Goto Utilities(M) Settings System Help

Maintain Position

Plan version 

Position IT SPEC 4

Abbr.

Active Planned Submitted Approved Rejected


Infotype Name	E...
Object	✓
Relationships	✓
Description	✓
Planned Compensation	✓
Vacancy	✓
Acct. Assignment Features	✓
Work Schedule	✓
Employee Group/Subgroup	✓
PD Profiles	
Cost Distribution	✓


Time period

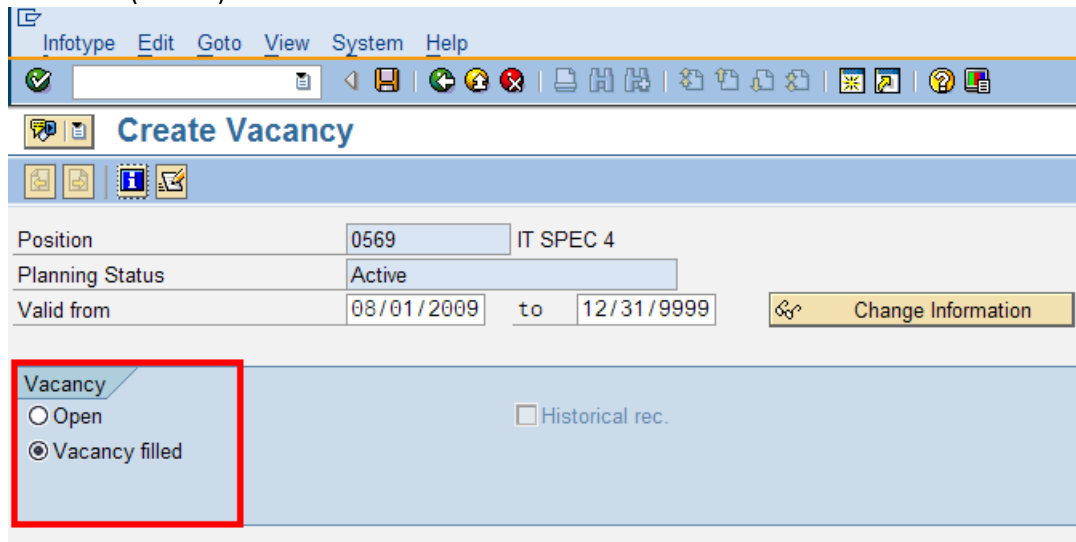
☒ Period

From to

☐ Today ☐ Current week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To current date ☐ Last month
☐ Current Year

 Select.

6. Click  (Create) to create a new record.



Infotype Edit Goto View System Help

Create Vacancy

Position 0569 IT SPEC 4

Planning Status Active


Valid from 08/01/2009 to 12/31/9999 [Change Information](#)

Vacancy

☐ Open ☒ Vacancy filled ☐ Historical rec.

7. Perform one of the following:

IF	Select
The position has been filled,	<input checked="" type="radio"/> Vacancy filled
The position has been vacated,	<input checked="" type="radio"/> Open

8. Click  (Enter) to validate the information.

9. Click  (Save) to save.

10. You have completed this transaction.

Results
You have updated the Position's vacancy status.
Comments
None.